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Source Reference
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30 March 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Brief of Activities - Office of Security

1. A representative of this Office met again with representatives of the Office of Personnel, Office of the Comptroller, Office of the General Counsel and Central Cover Division/DD/P, to work on the final drafting of an Agency regulation establishing policy and procedure for the implementation within the Agency of the Social Security benefits accruing to employees under the legislation effective 1 January 1955. This regulation is being initiated by the Office of Personnel and it is anticipated it will shortly be forwarded to the Regulations Control Staff for Agency co-ordination. 25X1C4e

[redacted]

DRAFT

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[redacted] 25X1C4e

3. The Civil Service Commission was advised that approximately 50 requests for full field investigations on GSA personnel, utilized by this Agency in its physical operations, would be forwarded to them during April, May, and June 1955.

4. General Terence J. Tully, member of the Clark Committee, was furnished a brief characterization of the American Cryptogram Association.

25X1A6a 5. The [redacted] Classified Waste Depository was opened on 30 March 1955. This depository provides a safe area for placing and storing classified waste during the day. It eliminates the unsightly method previously used where large bags were placed in corridors under the supervision of building guards. An Office of Security employee will be at the Depository during the first day or two to brief employees on its use and observe the operational pattern. If the operation proves to be efficient and satisfactory, depositories will be placed in other locations.

6. On 24 March 1955, two members of the Office of Security attended a scheduled demonstration of the new paper pulper that has recently been installed by GSA at the Pentagon Building. Other persons attending the meeting were Mr. W.C. Berlin, GSA Superintendent of the Pentagon Building; Mr. Belient, representing Colonel Johnson, Security Officer for the Pentagon; and Mr. Fred Brant, Chief, Engineering Division, GSA. Various difficulties have been encountered during installation and test demonstrations. The meeting terminated without the benefit of a pulp demonstration or a tentative schedule that would enable GSA to use the pulping facilities. The feeling was mutual that our chances of destroying classified waste at the Pentagon were remote unless the capacity of the pulper is increased.

[redacted] 25X1C8a

Sheffield Edwards
Director of Security

[redacted]

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SECRET

STATISTICS FOR MARCH 1953

OTHER THAN PERSONNEL INVESTIGATIONS

SECURITY ACTIVITIES

a.	Security Indoctrination Lectures (Attendance 199)	4
b.	Identification Processes	201
c.	Regular, Limited and Special Badges Issued	661
d.	Safe Combinations Changed	402
e.	Safe Repairs	332
f.	Night Security Inspections	107
g.	Visitor Passes Issued	8,833
	General 5487	
	Applicants 1727	
	Forgotten Badges 557	
	Deliveries, etc. 1062	
h.	Classified Waste Burned (Pounds)	171,100
i.	Security Violations Reported (Open Safe or Exposed Classified Material)	41
j.	Approvals for Training	150
k.	Approvals for Private Travel	43
l.	Pages of Books, Macuscripts, etc., Reviewed	1169
m.	Liaison Contacts Approved	497
n.	Escort and Courier Trips	0
o.	Approvals for Misc. Outside Activities	108
p.	Security Personnel receiving Training during month	45

SECRET

TAB "A"

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